

## Check List for Issuing Permits on Retaining Walls

- The owner or contractor must submit a site plan/survey indicating the location of the retaining wall.
- Zoning must approve the location and height of the wall.
- If the wall does not exceed 4 ft in height the owner can fill out the form on the design and construction of the wall.
- The owner or contractor must then complete the permit application, attach the approved survey/site plan and design form to the application and submit it to the permit desk.
- A copy of the approved survey/site plan and design form must be given to Civil Engineering for their records.
- If the retaining wall exceeds 4 ft in height Zoning must approve the location of the retaining wall on the survey/site plan and then send the applicant (with the approved site plan) to Civil Engineering to get approval on the design, construction and inspection of the retaining wall. Contact Vince Floriani at 371-4817 for details.
- When the approved form is received from Civil Engineering the contractor or owner must attach both the approved survey/site plan and design form to the permit application and take it to the permit desk.
- Note that if the retaining wall exceeds 4 ft in height a Profesional Engineer must design the construction of the wall, submit plans on the design and fill out the design form. The Engineer must also inspect the construction and certify on the design form that the wall was constructed per plans.
- Call Mel Hall at 918-5217 for inspections on the wall.
- The permit desk must keep a copy of the approved site/survey from Zoning and the approved design form for our records.
- Civil Engineering must keep a copy of the approved site/survey and design forms for their records.